

Embassy Employment Web Chat with Human Resources Staff

May 26, 2011

WEB CHAT MODERATOR Thank you for joining us today to talk about employment at the U.S. Embassy with our Human Resources staff.

WEB CHAT MODERATOR The Human Resources Officer will open and then we'll start answering your questions.

US EMBASSY MEGHAN Hello and thank you for joining us for today discussion. I'm Meghan the Human Resources Officer and I'm here with Arun and Sabina. We'll be happy to answer all the questions that we can. Again, thanks for your interest in U.S. Embassy Kathmandu.

Palden Schmidt I am an American citizen and applied for the position of "Development Outreach & Communications Specialist" on April 21st. I sent my cover letter and resume to USAIDnepalHR@usaid.gov on April 21st and have not received a response. What is the typical waiting period to hear back regarding a position? I saw a Universal Application for Employment form on the embassy website and want to know if I also need to complete this form.

US Embassy PAS Hi Palden. After the application is closed, it normally takes two to three weeks to review all applications and call the best qualified candidates for the interviews. For this position, we contacted our colleagues in USAID's human resources office who informed us that they're currently finalizing the list of best qualified candidates who they'll be able to contact by the end of next week. They also advised that applicants need not complete a Universal Application for Employment.

Safal What are the minimum criteria or qualification for the employment in Embassy. People of which sector is highly qualified ?

US Embassy PAS Minimum qualifications vary from position to position. For example, we require primary school education, limited knowledge of English, one year of driving experience in Kathmandu for a driver position while for a Program Specialist we require a Bachelors' Degree, fluency in English and at least five years of experience in the relevant program.

najar dangol Thank you for providing this opportunity for us.

US Embassy PAS You are welcome, Najar.

Mbadeau What resources, skills do you need the most?

US EMBASSY MEGHAN

Hi Mbadeau, for all positions strong English language skills are valued.

Sanjay Shrestha

How fair competition can nominees be assure? What is the most important fact always US Embassy looks on to the candidate and what qualities should have?

US Embassy PAS

Hi Sanjay. The US Mission in Kathmandu follows the Washington mandated hiring policy which is the same for all US Missions around the world. Our job announcements usually have 5 qualification requirements, e.g., education, prior work experience, language, knowledge, and skills and abilities. The candidate who best meets all of these requirements both on paper and during the interview is selected.

Stephanie

I am currently a student at Boise State University (Boise, Idaho), how do I come to Nepal next year (after graduation) and volunteer? I will have a degree in English teaching?

US Embassy PAS

We do not have a volunteer program at the US Embassy Kathmandu. However, if you are interested in the State Department's student internship program please visit <http://www.careers.state.gov/students/>

Guest

Do you have any job opportunity in the field of Information Technology ?

US Embassy PAS

We have several jobs in our Information Management Section for IT personnel. Currently, all positions are filled.

arjun

Hello

US Embassy PAS

Hello Arjun, welcome to our web chat.

najar dangol

Are there any positions for the management or finance students?

US EMBASSY SABINA

Management section is one of the biggest in the Embassy. We have varieties of positions like Budget Analyst, Voucher Examiners, Human Resources Assistants and many Clerical positions. Whenever we have the vacancies for such positions, we announce them in Local Newspapers like Kantipur and Himalayan Times and also in our Embassy Website.

bhushan

What requirements should I have to get employed in the United States for a technical job?

US Embassy PAS

We only hire for local positions for Nepal. We have no idea about jobs in the United States.

Safal Is there any barrier regarding to the cast eg. dalit ethnic marginal groups are given higher priority regarding Brahmin Chhetri why so..... It seems that Brahmin, Chhetri are not allowed to apply...

US EMBASSY MEGHAN Hello Safal, We value diversity and encourage people from different casts to apply for all our positions.

Najar Dangol This is interesting and first of kind I am ever doing for enquiring the Job prospects through Facebook. I really appreciate this new approach put forward by you. As the chat topic is silent about the type of employment, first of all I would like to know what kind of job opportunities are you going to offer here.

US EMBASSY ARUN We have a variety of jobs ranging from guards, drivers to technical jobs like electricians, plumbers to program specialists which we post as they become vacant

Deepak Do you have any job opening at the moment?

US EMBASSY SABINA Currently there are no open positions but check our website tomorrow.

najar dangol Is there any possibilities to know about these vacancies through Facebook in future as we all visit our page in FB almost everyday atleast.

US EMBASSY ARUN yes

Prabin Do you share this information through twitter? It is much easier to get information from twitter than to go to your website everyday.

WEB CHAT MODERATOR That's a good idea, Prabin. We'll start tweeting when new jobs are posted.

WEB CHAT MODERATOR Follow us at <http://twitter.com/#!/usembassynepal>

najar dangol I think I need to activate my twitter now)

US Embassy PAS Najar, we hope you will follow us on Twitter for news and updates. The link is provided above.

Prabin How can I find of other opportunities at other organization like USAID, etc?

US EMBASSY ARUN USAID also post their vacancies on the embassy website

James Other than job opportunities for individuals, does the embassy contract companies for projects? If yes, what is the approach?

US EMBASSY MEGHAN Hi James, HR does not manage contract opportunities. However, if you are interested please contact the General Services Office or US AID.

Prabin Are you guys finding it hard to find local talents in Kathmandu like other companies?

US EMBASSY SABINA Prabin ji, we normally receive good number of applications for all our local positions.

fastfingers what are the positions?

US EMBASSY MEGHAN Hi Fast Fingers, can you clarify your question?

US Embassy PAS Prabin, the website for jobs with USAID is <http://nepal.usaid.gov/working-with-us/employment.html>

WEB CHAT MODERATOR Contract opportunities are posted on our web site at <http://nepal.usembassy.gov/contract-opportunities.html>

fastfingers ohk i m a webdesigner and is there any vacancies for designers???

US EMBASSY MEGHAN Currently we do not have any vacancies for webdesigners. Please keep checking the website.

James Are USAID vacancies posted on embassy facebook page as well?

US Embassy PAS James, at the moment the US Embassy posts all USAID vacancies on our website http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html USAID also posts their job vacancies on the USAID Nepal Facebook page, and on their website. We can also start posting links to the advertised USAID jobs on our embassy's Facebook page.

Mandeep Bashistha will the job be parttime or full time??

US EMBASSY ARUN currently we dont have any part time positions available

James Are there any 'work from home' options? Even if there isn't any at present.

US EMBASSY MEGHAN Most positions at the Embassy require staff to come in to the office.

Sanjay Shrestha How fair competition can nominees be assured? What is the most important factor always US Embassy looks on to the candidate and what qualities should have?

US Embassy PAS

Hi Sanjay. The US Mission in Kathmandu follows the Washington mandated hiring policy which is the same for all US Missions around the world. Our job announcements usually have 5 qualification requirements, e.g., education, prior work experience, language, knowledge, and skills and abilities. The candidate who best meets all of these requirements both on paper and during the interview is selected.

Safal

Currently in which positions are there vacant

US EMBASSY SABINA

Safal ji, we currently do not have vacant positions. I suggest you to check our website tomorrow.

WEB CHAT MODERATOR

We have time for a couple more questions.

Sanjay Shrestha

Some of training, work experience, or knowledge may not be exactly same as the required post; in that case can we apply. Is there any in house training system in US Embassy for such case? Or exactly same training, work experience, or knowledge is required?

US EMBASSY MEGHAN

Minimum qualification listed on the vacancy announcement are required. For example, if we state in the vacancy announcement that 5 years of management experience is required and your application has 5 years experience total with only 3 years in management you will not be considered for this position.

WEB CHAT MODERATOR

For up to date job information and other good stuff, visit our web site at <http://nepal.usembassy.gov>

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Follow us on Twitter at <http://twitter.com/usembassynepal>

WEB CHAT MODERATOR

and on Facebook at www.facebook.com/nepal.usembassy

James

Thanks, Meghan, Arun and Sabina

Sanjay Shrestha

How experiences are calculated in US Embassy? For example I am working in a company 5years ago and I was studying for 3 years during work. Now my experience will be 5year or experience count only after completion of the study. In above case 2year only.

US EMBASSY ARUN

all 5 years count as work experience in this case

US EMBASSY MEGHAN

Thanks for all the great questions. We look forward to reviewing your application. Have a good night!

WEB CHAT MODERATOR

Thank you for joining us. The complete transcript will be available on our web site soon.